

## **PERSONNEL SERVICES**

## **Policy 4310**

### **Absences, Leave and Vacation**

#### **General Attendance**

Regular attendance is essential in providing District students with a high quality of instruction. Eligible employees will have available days of sick leave every school year that can accumulate to 110 days. Eligible employees will also receive 5 personal days per year and if unused will turn into sick days at the end of the year. The number of sick leave days an eligible employee gets is described below:

Number of sick days based on months of employment:

- 9 months - 5 days
- 10 months - 6 days
- 11 months - 7 days
- 12 months - 8 days

When employees are absent more than 10 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

See Policy and Regulation 4320 for more detailed information on leaves.

Adopted: April 17, 2012

Re-Adopted: February 18, 2025

Knox County R-I School District, Edina, Missouri